**Badger Hall Check Out List**

Please make sure you have carried out all the points on the list before you leave. Many thanks!

| **Tasks** | **Completed** |
| --- | --- |
| **Toilets** |  |
| Toilets and sinks cleaned, floors swept and mopped. |  |
| The sanitary bins and bins are emptied |  |
| **Kitchen** |  |
| All food must be removed from the cupboards, fridge and freezers, no food or drink to be left on site. |  |
| Fridge and freezers to be cleaned out, switched off and the door to be left open. |  |
| Cooker, sink and work surface all to be wiped down and cleaned. |  |
| All sockets to be switched off |  |
| Cutlery, crockery and all cooking implements to be cleaned, dried, and returned to cupboards and draws tidily. |  |
| All bins to be emptied and wiped out. |  |
| Kitchen floor to be swept and mopped. |  |
| Ensure all lights are switched off, inside and outside |  |
| Heating and all heaters are switched off |  |
| **Hall** |  |
| All bins to be emptied and wiped out. |  |
| Floor to be swept and mopped. |  |
| Remove all group information, posters etc. |  |
| **Equipment** |  |
| Return outdoor games and equipment to where it came from. |  |
| All activity equipment clean and back in the Chalet. |  |
| **Complete Centre Log Book** |  |
| Please note all breakages; damages, incidents and accidents in the centre log books. Please record anything you’ve noticed on your arrival or made during your stay and please also report to your Blair contact. |  |
| **Locking Up** |  |
| Check all doors are closed and locked. |  |
| Lock door and return the key to the relevant KEY SAFE, set the dials back to 0000 to cover code |  |
| Close and lock the padlock on the inner gate |  |
| Return the signs to inside the outer gate |  |
| Close the outer gates |  |
| Please remove any of your own item/s used for directions for the road end. |  |
| **Rubbish** |  |
| All bins to be emptied and all rubbish to be removed from site.  There is no rubbish collection for the site so please take it all home with you. |  |

Please record via the centre log book (one found in Chalet and one in the hall), form, or take photos of anything you notice on your arrival or made during your stay including all breakages; damages, incidents and accidents, and share it to your Blair contact or via hello@blairactivitycentre.co.uk